**PLC Information Literacy Matrix**

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| **Skill** | **By the end of Level 3 (y.3 & 4) a student:** | **By the end of Level 4 (y. 5 & 6) a student:** | **By the end of Level 5 (y. 7 & 8) a student:** | **By the end of Level 6 (y. 9 & 10) a student:** |
| **DEFINE** | * Identifies a topic * Identifies sub-topics * Creates questions (orally) * writes topic questions | * Understands what a keyword is * Recognises keywords in a research question * Provides meanings of specific keywords * Formulates own questions in order to answer a research question * Orders and prioritises questions | * Identifies keywords around a topic. * Identifies keywords in a question * Uses a dictionary to define keywords * Uses thesaurus to find alternate words * Using ICTs to assist development of keywords and concepts. * Understanding questions worth asking and how to formulate questions. * Formulates own questions in order to answer a research question, using a question matrix to model questions. | * Identifies keywords around a topic. * Identifies keywords in a question. * Brainstorms concepts associated with these keywords. * Uses concept maps, mind maps to help define a research plan. * Uses these concepts and the keywords to create own questions for research. * Understanding questions worth asking and how to formulate questions. * Formulates own questions in order to answer a research question, using a question matrix to model questions |
| **LOCATE** | * Uses a simple index * Uses a simple dictionary * Understand alphabetical order * Identifies and locates fiction, non-fiction, dictionary and atlas * Identifies author, title and spine label * Locates fiction and non-fiction spine labels using catalogue * Locates specific texts on shelves | * Identifies and defines fiction, non-fiction, picture-books, and reference books * Knows how fiction and non-fiction is arranged on the shelves * Knows how to locate items using a catalogue * Identifies parts of non-fiction books * Uses contents, index, glossary * Creates bibliographies of texts * Knows and identifies internet browsers and search engines * Uses internet to locate information * Identifies and records website bibliographical information | * Introduced to a range of relevant resources in a variety of formats. * Identifies Dewey subject area and no. relevant to a question * With guidance, able to locate the full range of resources on the Library website. * With guidance locates a print, electronic and reference resource relevant to an area of study. * Able to record notes in a graphic organiser to answer formulated questions in area of study. * With guidance, writes a complete bibliography for a print, electronic and reference resource. Reference is made to “Matter of Style” style guide. | * Identifies relevant resources for a question from a range of resource types in a variety of formats. * Skims, scans and compares resources to decide usefulness and appropriateness to area of study. * Uses the library catalogue to locate resources containing sub-topical information. * Uses the Library website to locate full range or resources. * With guidance, able to locate information in a variety of external sources ie State Library. * Composes a correct, Harvard-style bibliographical entry for a full range of resources using the “Matter of Style”. * Using a range of advanced strategies to effectively and efficiently locate resources using the Internet. |
| **SELECT** | * Identifies relevant information from a short passage to answer simple questions * Understands and explains the differences between fiction and non-fiction | * Selects information from two short sources relevant to a research question * Records the relevant information from each source | * Reads a range of resources to select information relevant to an area of study. * Able to identify the appropriate type of resource for an area of study. * Able to identify the need to use a range of resources to fully answer a research question. * Able to evaluate sources for conflicting content and relevance to the area of study. * Records simple dot point notes in own words from a variety of sources to fully answer the research question. * Introduced to copyright and plagiarism. | * Critically selects accurate information from conflicting sources. * Able to identify and use efficiently the appropriate type of resource for an area of study. * Reads a range of sources to select information relevant to a question. * Records effective dot point notes in own words from a variety of sources to fully answer the research question. * Introduced to using direct quotes and in text referencing for the purpose of to support a view in area of study. |
| **ORGANISE** | * Organises simple words under appropriate subject headings * Creates short descriptive paragraphs using these words | * Uses recorded notes from text and electronic sources to construct a sensible paragraph. * Compares information from text and electronic sources | * Uses recorded notes from a range of sources to construct a response. * Creates an original response to the research question by drawing together information selected from a range of resources. | * Uses recorded notes from a range of sources to construct a considered response to a range of higher order question types. t * Creates own knowledge and understanding from information gathered from a range of resources. * Is able to include quotes and in text references in own response and reference them |